

CHRISTOPHER R. EMANUEL

(b) (6)

SUMMARY

Mid-level analyst and manager with over 8 years experience in financial management and environmental policy.

- Budget Execution and Planning
- Environmental Policy: Clean Air, Solid Waste, Climate Change, etc.
- Resource and Contract Management
- Automated Financial Management Systems
- Policy and Project Analysis
- Critical Writing and Recommendations

EDUCATION

University of Southern California, Bachelor of Arts and Sciences with honors;
Emphasis: Environmental Policy and Economics

Fulbright and Woodrow Wilson Scholar, Middlebury College, Emphasis:
Spanish and International Relations

Mount San Antonio College, Bachelor of Arts and Sciences, Emphasis: Political
Science

San Bernardino Valley College, Associate of Arts degree, Emphasis: Finance and
Public Policy

PROFESSIONAL EXPERIENCE

Lead Program Analyst United States Environmental Protection Agency
Office of Atmospheric Programs, Climate Change Division
(2001 - Present)

Lead program analyst on the management staff for 65 staff and a budget of \$14 million dollars for the Climate Change Division (CCD). Serve as lead budget and financial analyst of CCD's management operations staff. Provided advice and counsel on issues to senior management to enable them to make decisions on the division's budget and

programs. Manage information systems, which provided data support to the division's budgeting, planning, and resource management processes.

Primary financial management responsibilities include;

- (1) The proper execution and discretionary funding of climate change activities that are comprehensive,
- (2) Analysis of CCD's current and projected operating needs, salaries and benefits, reconciling financial management systems (such as IFMS) account records and management data for the Climate Change Division.
- (3) The monitoring of obligations and expenditures of funds of the administrative portion of CCD's approved operating budget to assure that funds are allocated and are being obligated in a timely and manner in support of effective management objectives.
- (4) Create and implement the annual new/existing/revised accounting procedures and setting up the accounting for CCD.

As lead program analyst, responsible for recommending resolutions and actions regarding funds to CCD managers. This includes preparing adjustments such as redistribution of budget accounts in response to changes in programs and funding availability. In addition, provide guidance to CCD managers and employee on work products, procurement requests, travel authorizations, commitment notices, IPA salary documents, etc. Other analytical responsibilities include:

- (1) Compiling and analyzing narrative, statistical funding materials for the CCD's budgets for use in briefings,
- (2) Determining the budgetary relations to program grants, contracts, and other obligations administered by the CCD,
- (3) Identifying projects, reprogramming, interpretation of policies and limitations, and transferring funds from one division account to another utilizing EPA's financial management systems and budget controls through review and approval of the obligation and funds for management and administrative purposes.

Complete knowledge of EPA's automated process in order to relate program commitments of the Climate Change Division and accomplishments with obligations and expenditures, reprogramming actions and adjustment plans versus execution and disbursement of discretionary funds. Routinely apply analytical and evaluative methods and techniques to financial issues that may arise and carried out by the management staff team.

Senior Program Analyst

Fulbright Scholarship Program (Council for International Exchange of Students), Washington, DC 2/99 - 7/01

Program officer for the Scholars in Residence and the Visiting Scholars Programs. Responsible for placing and managing visiting scholars, professors and researchers from around the world into colleges and universities throughout the United States. Regions of responsibility, Eastern Europe, Africa, Asia, China, Russia, India, Middle East and Latin America. This program was administered under the U.S State Department, Bureau of Education and Cultural Affairs.

Advocacy Officer Organization of Africans in the Americas, Washington DC

My duties included writing response letters to government agencies, advocating on Capitol Hill with various congressmen, working with many different agencies both governmental and non-governmental i.e. USAID, Inter American Development Bank, World Bank, Catholic Relief Agency, The IMF, US Army, and numerous organizations in Central and South America.

The OAA functions as a referral center of data, service, and support. I gained a strong understanding of the Latin-American institutional and governmental sector, foreign policy issues and interaction on all levels. The highlight of my experience at the OAA was the conference that I facilitated in Blue Fields, Nicaragua and Panama.

Affirmative Action Officer UniHealth Corporation, Burbank, CA Human Resources
(1997.- 1999)

Compiled demographic data on race and gender for the eight hospitals managed by the UniHealth Corporation. My job was to perform data comparisons for those areas in which the hospitals were located. I prepared a concise five-year working document summarizing the findings and outlining the practical steps towards addressing the discrepancies that were discovered. Enforcement of the ADA 504 code for hospitals and clinics throughout the Los Angeles basin and the surrounding areas.

OTHER SKILLS AND COURSEWORK

Technical Background: WordPerfect, Microsoft Excel, Power Point, MS Word, Lotus Notes, Cizer Data Base, Business Activity Tracking System, Oracle, People Plus, People Soft, Dragon Dictate

Languages: Fluent in Spanish. Knowledge of French

Coursework in Resource Management:

As a Woodrow Wilson and Institute for International Public Policy Fellow, I was instructed and prepared in the discipline of the Foreign Service of the United States. The coursework entailed:

Peace and Conflict and Resolution Studies, International Economics, Environmental Justice and Eco-solutions, Geo-Regional Customs and Politics, Empowerment zones and Statistical Redevelopment. Public Policy (Reinventing Government). Social and Cultural Etiquette Coursework, Embassy Security. The Role of the UN in Today's World. Various Economic, Finance and Mathematical Courses. U.S. and Latin American Relations. Various Spanish Language and Mandarin Chinese Course work.

AWARDS.

Special Achievement Award -Budget Execution 2004
Special Achievement Award -Financial and Contracts Management 2002 - 2003
Fulbright Scholar (Puebla, Mexico)
USC Dean's Scholar
USC Town and Gown Scholarship
Thurgood Marshall Scholarship Award for Leadership and Academic Excellence

COMMUNITY ACTIVITIES

International Relations Public Policy Association
Member of various fraternal organizations which provide community service and charity outreach programs.
Urban League and NAACP member
National Society of Engineers